

**LEAVE BANK REGISTRATION REQUEST**

**PRIVACY ACT STATEMENT:**All of the data contained on this registration request to be a leave bank contributor or registrant will be used by the agency as the basis for administering the agency leave bank. Agency personnel responsible for handling and processing this registration form are reminded that the personal information contained on the request is subject to privacy act safeguards and any abuse of this access may subject the violator to disciplinary action, a fine up to \$5,000.00 or both (PL 93-579).

**SECTION 1 - IDENTIFICATION**

a. Last Name, First Name, Middle Initial	b. Social Security No.	c. Office	d. Date
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**SECTION 2 - CONTRIBUTION TYPE**

(Check ONE box ONLY. Submit separate form request for each action.)

<input type="checkbox"/>	a. I hereby apply for membership in the Voluntary Leave Bank Program. I authorize payroll to annually deduct 4, 6, or 8 hours (based on years of service) of annual leave from my account for deposit into the leave bank.		
<input type="checkbox"/>	b. I wish to make a one-time contribution of annual leave to the leave bank. Leave may be contributed at any time throughout the year and during open season. Making this one-time contribution DOES NOT make you a member of the leave bank. You do not have to be a leave bank member to contribute leave.	Hours Contributed For Leave Bank Text	
<input type="checkbox"/>	c. I wish to designate the number of hours of annual leave to the qualified recipient named below. I certify that this employee is not my immediate supervisor.	Hours Designated For Leave Recipient	
d. Qualified Leave Recipient's Name		e. Social Security Number	

Your signature below authorizes Payroll to deduct the amount of annual leave from your annual leave account as indicated in "a", "b", or "c" above.

Signature	Date
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**SECTION 3 - TERMINATION**

<input type="checkbox"/>	I wish to terminate my membership in the Voluntary Leave Bank Program. Any leave already donated to the leave bank will not be returned to me. I understand that I cannot become a leave bank recipient once my membership has been terminated.
Your signature below authorizes termination of your voluntary leave bank membership as indicated in Section 2 above. You must wait until the next open season to rejoin the leave bank and to again become a member. As a non-leave bank member, you are eligible to participate in the Voluntary Leave Transfer Program.	
SIGNATURE	DATE

**FOR HUMAN RESOURCES OFFICE/PAYROLL USE ONLY**

**(NOTE FOR HUMAN RESOURCES REPRESENTATIVE:** If the recipient is a leave bank member, deposit these hours into the leave bank. If the recipient is **NOT** a leave bank member, immediately forward this form to the leave bank program coordinator for action.

**SECTION 4 - CERTIFICATION**

a. Effective Date	b. Authorized Agency Official Signature	c. Date Signed
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## GENERAL INSTRUCTIONS

(Be sure to read and sign Privacy Act Statement)

The purpose of this form is to:

- (1) Become a leave bank member
- (2) Contribute leave to the leave bank
- (3) Contribute leave to a specific leave recipient
- (4) Terminate leave bank membership

You may check Section 2A and join the leave bank only during an open season for all Agency employees or during an individual enrollment period. Individual enrollment periods are for those individuals new to the Agency or employees who are returning from an absence that covered an entire open season.

Section 2B, 2C and Section 3 may be completed at any time during the year, including an open season.

Leave donations deposited into the leave bank cannot be returned to the contributor. Leave donations designated for a leave transfer recipient, but not used, are divided equally and returned to all the contributors.

### LIMITATIONS ON LEAVE DONATIONS:

Employees (both members and non-members) can contribute additional leave to the leave bank, or contribute to a specific recipient (except for the contributor's immediate supervisor), anytime during the year. The combined total of an individual's leave contribution during a single year may not exceed 1/2 the amount of leave which can be earned in one leave year (normally 52, 80, or 104).

Employees, who are projected to forfeit leave, may donate no more than the number of hours they are scheduled to work and receive pay from the date of the contribution.

Waivers of the limitations on donating annual leave as stated above may be granted by the leave sharing program manager on a case-by-case basis. If you need to request a waiver to donate leave, contact the Employee Benefits and Services Division (DAH-4).

### SECTION 1 - IDENTIFICATION

Complete ALL items in this section.

### SECTION 2 - CONTRIBUTION TYPE

Check only those boxes which apply. Box "a" is for membership into the Leave Bank Program. This will authorize Payroll to deduct, 4, 6, or 8 hours (based on years of services) of your annual leave that will be deposited into the leave bank.

ONCE YOU BECOME A LEAVE BANK MEMBER, MEMBERSHIP WILL CONTINUE UNTIL SUCH TIME AS YOU TERMINATE YOUR MEMBERSHIP. PAYROLL WILL DEDUCT THE MINIMUM REQUIRED LEAVE ON THE LAST DAY OF THE FIRST PAY PERIOD OF EACH LEAVE YEAR.

Box "b" - Mark this box to contribute additional hours of annual leave to the leave bank. You may contribute additional leave any time throughout the year and during open season. You do not have to be a member of the leave bank to contribute leave. Contributing leave in this block **DOES NOT** make you a member of the leave bank.

Box "c" - Mark this box if you wish to contribute leave to a specific recipient. You may contribute leave to any qualified recipient other than your immediate supervisor. If you mark box "c", please complete the Section entitled "Leave Recipient Information."

SIGNATURE: In order to authorize Payroll to deduct the annual leave indicated in box "a", "b" or "c" in Section 2, you must sign and date this section.

### SECTION 3 - TERMINATION

Complete this section if you wish to terminate your leave bank membership.

AUTHORIZATION - In order to terminate your membership in the Leave Bank Program, sign and date the authorization on this form in Section 3.

### SECTION 4 - CERTIFICATION

The Employee Benefits and Services Division (DAH-4) is the organization authorized to receive this form and set an effective date. The authorizing official whose signature appears in this section certifies the following:

- (1) If the employee has checked Section 2a, he/she has submitted this form to DAH-4 within the established time limits of an open season or an individual's enrollment period.
- (2) If the employee has checked Section 2b, the number of hours contributed either does not exceed the regulatory limitations, or a waiver has been obtained.
- (3) If the employee has checked Section 2c, the employee designated to receive the leave is a currently qualified leave recipient under the Leave Bank Program.
- (4) If the employee has completed Section 3, the employee will no longer have leave annually deducted from his/her account.